



FLEET SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize, supervise and evaluate all vehicle and equipment repair and maintenance tasks performed by personnel working on an assigned shift.

Supervision Received and Exercised:

Receives general direction from the Fleet Director.

Exercises direct supervision over technical staff.

Position Information:

Employees assigned to this classification are regularly required to use written and oral communication skills; be proficient in using a wide variety of computer software and fleet software programs; read and interpret data; information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; able to work under deadlines with constant interruptions; and interact with City staff, other organizations and vendors.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Establish priorities, control workflow and quality, and evaluate personnel and equipment performance. Foster a healthy and productive work environment
- Plan, direct, and evaluate work in the City's preventive maintenance program, emission testing, oil analysis, annual inspections, and other specialized programs.
- Establish and maintain effective working relationships with those encountered in the course of the work; identify and implement effective courses of action to complete assigned work; coordinate work assignments with other divisions,

Effective November 15, 1988

Revised August 2002 (added CDL requirement)

Revised October 2005 (change in job title and job description responsibilities)

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and departments; and, exercise independent judgment and initiative within established guidelines.

- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Prepare and complete work orders, input information, and review past problems, track usage and wear; authorize parts requested forms and verify status of ordered parts; and, monitor availability of adequate materials to conduct work activities, using the automated fleet management system.
- Responsible for daily work shift payroll information; approve vacation and leave time of work team members; and, insure daily staffing levels of work team to insure work load completion.
- Resolve procedural, operational and personnel problems; prepare and administer employee performance evaluations; and, participate in the selection of work team members.
- Conduct regular workgroup meeting with team members; ensure safety in the work environment by constantly monitoring work conditions and safety habits; and, conduct regular safety meetings with team members.
- Maintain an awareness of new parts/ equipment, procedures, trends and makes recommendations to advance the professionalism and cost effectiveness of the division; maintain professional affiliations; attend workshops and training sessions as appropriate; and, attend meetings as needed.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Requires four years of journeyman experience in the maintenance and repair of automotive, heavy truck and mechanical equipment, including two years of lead experience or one year of supervisory experience is preferred. Other combinations of experience and education that meet the minimum requirements may be substituted.

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A Fleet Supervisor is expected to exercise considerable independent judgment in solving unusual work problems. Strong organizational, communication and prioritization skills are required.

Training:

Equivalent to the completion of the twelfth grade supplemented by trade or vocational school courses in mechanical maintenance or a related field.

Licenses/Certifications:

Possession of, or ability to obtain at time of hire, an appropriate, valid Arizona Class A Commercial Driver's License (CDL), with the appropriate endorsements.

Possession of, or ability to obtain at time of hire, current certification in refrigerant recovery and recycling procedures, in compliance with Section 609 of the Clean Air Act Amendments.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 9020

FLSA: Non-Exempt